

**SECRET**

Approved For Release 2002/09/04 : CIA-RDP81B00879R001000120171-3

OKC 6107  
COPY 7 of 8

NOV 1963

MEMORANDUM FOR: Chief, Support Division, OSA  
ATTENTION: Chief, Personnel Branch, OSA  
SUBJECT: Request for Personnel Action

1. This memorandum contains a recommendation as stated in Paragraph 2 below.

25X1A 2. It is recommended that [ ] GS-05, be  
25X1A immediately promoted to the grade of GS-06. The position which [ ]  
[ ] is now filling is authorized a GS-06.

25X1A

3. Justification:

25X1A a. [ ] is responsible for the administrative management of the Comart Branch, OD/OA, in which capacity she has performed in an outstanding manner since her assignment in April of this year. Specifically, she is responsible for taking dictation, typing of memorandums, reports, studies, cables, directives, etc., and for the maintenance of files and correspondence control for the Comart Branch. In addition, she interprets and implements appropriate administrative directives and procedures and performs numerous other administrative tasks.

25X1A b. [ ] has assumed her duties in a most cheerful manner and takes great pride in her work. She has shown an outstanding knowledge of administrative management and procedures and has constantly strived to produce superior work. Her pleasant personality, conduct and willingness to help others are exemplary. Her job performance and attitude are outstanding in every respect.

25X1A

DOCUMENT NO. 163  
NO CHANGE IN CLASS.  
1) DECLASSIFIED  
CLASS. CHANGED TO: TS S  
NEXT REVIEW DATE: 7/22  
AUTH: HR 70-2  
DATE: 1687 REVIEWER: 010956

CONCUR:

C/OSC/OD/OA

25X1A

This document contains information

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Chief, Operations Division, OSA

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ONE GLDT

CONCUR:

25X1A

[Redacted Box]

Deputy for Field Activities, OSA

25X1A

ONE/OD/OSA, [Redacted Box] (26 Nov 63)

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